



DEPARTMENT OF HEALTH & HUMAN SERVICES
Health Resources And Services Administration

OMB No. 0990-0109

OMB No. 0990-0115

Office of Management and Program Support

Division of Grants & Procurement Mgmt.

Contract Operations Branch

Room 13A-19, Parklawn Building

5600 Fishers Lane

Rockville, MD 20857-5600

December 1, 2000

TO: All Offerors

Ladies and Gentlemen:

You are invited to submit a proposal in accordance with this 100% Small Business Set-Aside, Full and Open Competition Request for Proposal (RFP) number **HRSA 232-BPHC-01(1)** entitled, **“National Health Services Corps Travel and Logistical Support Services.”**

The deadline for questions is December 20, 2000 at 2:00 p.m., E.S.T. Questions or issues for which you require clarification by the Government, must be furnished in **writing** to the Contracting Officer. You are requested to submit your questions (preferably by “e-mail”) to the attention of Frantz Y. Richard, e-mail: frichard@hrsa.gov, and a courtesy copy forwarded to Ms. Cheryl Young, e-mail: cyoung1@hrsa.gov. Your questions must be e-mailed, mailed or faxed in sufficient time to be received in the contracting office on or before **December 20, 2000 at 2:00 p.m. E.S.T.**, in order to allow sufficient time for a reply to be provided to all prospective Offerors prior to submission of their proposals.

A copy of the solicitation, and any future amendments, will be posted at the following web page: www.hrsa.gov/contract.htm. Please monitor the web page for any amendments that may be issued under this solicitation.

Acknowledgment of any amendments and your proposal must be received in the Contracting Office, on the due date, which is no later than **2:00 p.m., E.S.T. on January 16, 2001** at the following address:

Department of Health and Human Services
Health Resources and Services Administration
Contract Operations Branch, DGPM/OMPS
5600 Fishers Lane, Parklawn Building, Room 13A-19
Rockville, Maryland 20857
Attention: RFP No. **HRSA-232-BPHC-01(1)**
Entitled: **“National Health Services Corps Travel and Logistical Support Services.”**

NOTICE: ACCESS TO PARKLAWN BUILDING

The Parklawn Building is a controlled access building. Therefore, you should allow ample time for visitor access. It is your responsibility to ensure that proposals are delivered by the due date and time, and specific place (Room 13A-19) as required in the solicitation. Please be advised that late proposals will not be excused due to increased security measures (see FAR provision 52.215-19(c)(3) - *“Submission, Modification, Revision, and Withdrawal of Proposals.”*) Please review this provision so that you will be fully aware of the time requirements for submitting your proposal. Offerors delivering boxes of

proposals must use the delivery entrance located on the loading dock which is accessible from Parklawn Drive. All packages will be x-rayed by a security guard. Visitors will be required to provide photo identification and provide a name and telephone number of the individual being visited, (in this case, Frantz Y. Richard on 301-443-0687, 301-443-2730, or 301-443-1433). You will then need to personally bring the boxes to Room 13A-19 (13th Floor, A-Wing, Parklawn Building.) Boxes of proposals should NOT be left on the loading dock.

Your proposal must be prepared in accordance with Section L entitled "Instructions, Conditions, and Notices to Offerors," Section C entitled "Description/Specification/Work Statement," and Section M entitled "Evaluation Factors for Award."

This RFP does not commit the Government to pay any costs for the preparation and submission of a proposal. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed acquisition.

A transmittal letter, accompanied with your proposal, must contain a name of a representative who is responsible for negotiating, commit, and answer questions on behalf of your organization with an e-mail address and phone number, your company name and complete address, including street, city, county, state, zip code, Tax Identification Number (TIN), and Dun & Bradstreet Number (DUNS). Please note that FAR 52.204-6 Contractor Identification Number Data Universal System (DUNS Number) requires you to submit a DUNS number for your company along with your offer. If you do not have a DUNS number, you are requested to contact Dun and Bradstreet Information Services at 1-800-333-0505 to obtain one. Please include this information, along with the TIN, on the transmittal letter and on the first page of your business proposal. If the address is different from the address to which payments to your organization should be mailed, you must also include the complete payment address.

Requests for any information concerning this RFP should be referred only to Frantz Y. Richard, Senior Acquisition Official, who may be reached via e-mail at frichard@hrsa.gov or on 301-443-0687. Any discussion, regarding this solicitation with individuals other than staff in the Contract Operations Branch might result in rejection of a prospective Offeror's proposal.

Sincerely,

/S/

James L. Quinn III
Contracting Officer

Enclosure:

RFP Number: HRSA-232-BPHC-01(1)